

CAREER OPPORTUNITY UNITED STATES DISTRICT COURT NORTHERN DISTRICT OF IOWA

POSITION TITLE: LEGAL ADVISOR

LOCATION: NORTHERN DISTRICT OF IOWA

STAR DATE: AUGUST, 2005

CLOSING DATE: OPEN UNTIL FILLED -- APPLICATIONS DUE DECEMBER 1, 2004

SALARY RANGE: CL 28 (\$46,927-\$76,271)
These figures represent the possible salary range. The actual salary is subject to negotiation and the applicants qualifications.

BENEFITS: The Legal Advisor is entitled to a benefits package which includes retirement, health insurance, life insurance and disability insurance. In addition, the successful candidate will be entitled to paid holidays as well as paid annual and sick leave.

Position Overview:

The United States District Court for the Northern District of Iowa is seeking applications for the position of Legal Advisor.

The Northern District of Iowa is a small Federal District Court with keen interest in technology. Currently, the Court consists of six judges, their staff and twenty-three employees of the Clerk's Office. The headquarters of the District is located in Cedar Rapids, Iowa, and the District has one staffed divisional office located at Sioux City, Iowa. Currently, one active District Judge, one Senior District Judge, and one Magistrate Judge reside at both Cedar Rapids and Sioux City.

This position will be located in the Cedar Rapids office. The Legal Advisor works under the direct supervision of Judge Linda R. Reade.

Applicants should share the Court's interest in automation. Applicants must make a one year commitment to the Court. While duties may vary, depending upon the qualifications, incumbent will likely be responsible for attending all sessions of Court and serving as Judge Reade's courtroom deputy. In addition, incumbent will have the opportunity to research and write on a variety of legal issues.

Minimum Qualifications:

A degree from a law school of recognized standing in the upper one quarter of the class (or the certified completion of all law school studies and requirements, and merely awaiting conferment of degree) is required.

Law Review experience or publication of a noteworthy article in a law school publication

or other scholarly publication, moot court experience or prior legal experience is preferred.

Additional Information:

The United States District Court requires employees to adhere to a code of conduct which is available upon request.

The Federal Financial Reform Act requires direct deposit of federal wages for Court employees.

Due to the volume of applications, the Court will only communicate with those individuals who will be interviewed.

The position will be open until filled and may be closed without further notice.

The Court is an equal opportunity employer which encourages minority applicants.

How to Apply:

Applicants should submit a resume and cover letter outlining their qualifications to:

Linda R. Reade, Judge
U.S. District Court Northern District of Iowa
P.O. Box 188
Cedar Rapids, IA 52401